

Please replace the heading prior to paragraph [0003] with the following heading:

Description of Related Art including information disclosed under 37 CFR 1.97 and 1.98

Please replace the section heading prior to paragraph [0017] with the following section heading

BRIEF DESCRIPTION OF THE SEVERAL VIEWS OF THE DRAWING(S)

Please add the following after the ABSTRACT OF THE DISCLOSURE

SEQUENCE LISTING

Not Applicable

**In the claims:**

Please amend Claim 1 as follows:

1. (Amended) A guide tool of solid composition for organizing and identifying a plurality or pluralities of wires or cables, said guide tool comprising:

- (a) an arched opening at an edge of said guide tool;
- (b) a plurality of openings arranged in a spaced apart curvilinear relationship; and
- (c) a concavity in said solid composition,

wherein said arched openings, said plurality of openings, and said concavity are spatially arranged on said solid composition so that a plurality of wires or cables may temporarily be inserted through said plurality of openings and that said guide tool may be moved along said plurality of wires while a bundle of wires or cables may simultaneously pass through said arched opening.

Please amend Claim 2 as follows:

2. (Amended) The guide tool claimed in Claim 1, wherein said plurality of openings are arranged on a curve substantially in alignment with said arched opening.

Please cancel Claim 4.

Please cancel Claim 6.

Please amend Claim 7 as follows:

7. (Amended) The guide tool claimed in Claim 1, wherein said arched opening is a half-circle and is large enough to allow a bundle of wires or cables to pass through.

Please cancel Claim 8.

Please amend Claim 11 as follows:

11. (Amended) The guide tool claimed in Claim 1, wherein said solid composition is made of a strong, flexible material.

Please amend Claim 12 as follows:

12. (Amended) A process for managing and organizing a plurality or pluralities of wires or cables, said process comprising the steps of:

- (a) providing a guide tool of solid composition for organizing and identifying a plurality or pluralities of wires or cables, wherein said guide tool comprises an arched opening at an edge of said guide tool, a concavity in said solid composition, and a plurality of openings arranged in a curvilinear spaced apart relationship on said guide tool;
- (b) placing an initial plurality of wires or cables through said plurality of openings in said guide tool;
- (c) pulling said initial plurality of wires or cables through said plurality of openings a distance;
- (d) sliding said guide tool along said initial plurality of wires or cables such that said initial plurality of wires or cables passes through said plurality of openings in said guide tool; and

- (e) removing said initial plurality of wires or cables from said plurality of openings of said guide tool.

Please amend Claim 14 as follows:

14. (Amended) The process claimed in Claim 12, wherein after step (e), the following steps are included:

- (f) placing a subsequent plurality of wires or cables through said plurality of openings in said guide tool;
- (g) pulling said subsequent plurality of wires or cables through said plurality of openings a distance;
- (h) sliding said guide tool along said subsequent plurality of wires or cables such that said subsequent plurality of wires or cables pass through said plurality of openings on said guide tool; and
- (i) removing said subsequent plurality of wires or cables from said plurality of openings of said guide tool.

Please amend Claim 17 as follows:

17. (Amended) The process claimed in Claim 14, wherein said process includes:

- a) Assigning an identifying number to each wire in said initial or subsequent plurality of wires that corresponds to the location in the building from which the cable originated; and
- b) providing a means for maintaining the assigned identifying number of each wire in said initial or subsequent plurality of wires or cables.

Please amend Claim 18 as follows: